

**Application Guideline for
Contract Research on “International Nurse Migration from India to
Non-English-speaking Countries” Commissioned by IDE-JETRO**

June 4, 2024
Susumu Kataoka
President, Japan External Trade Organization

APPLICATION GUIDELINE

All of applicants should apply in accordance with this guideline, with recognition about contents of this specification.

1. Proposal Form Submission

Submit the Proposal Form in which all necessary items are filled, following the instruction stipulated above clauses by the deadline shown below by e-mail or courier service.

R_promo1@ide.go.jp

3-2-2 Wakaba, Mihama-ku, Chiba-shi Chiba, Japan 261-8545
Institute of Developing Economies, JETRO
TEL: +81-43-299-9612 FAX: +81-43-299-9731

Application DEADLINE: 18:00, 21 June, 2024 (JST=GMT+9)

2. Evaluation Schedule

Accepting Proposal:	June 4, 2024 - June 21, 2024
Evaluation Process:	June 24, 2024 - July 1, 2024
Notification:	by the end of July, 2024
Contract:	August 1, 2024 (the date shall be finalized upon completion of the administrative procedures)

SPECIFICATION

Enclosed Proposal Form shall be submitted following all requirements and conditions specified in the clauses below.

1. Title of the Research

International Nurse Migration from India to Non-English-Speaking Countries

2. Evaluation Criteria

- 1) Feasibility of technical approach and methodology for the survey
- 2) Adequacy of work plan to complete the survey in the required timeframe
- 3) Organizational experience with and capability of the survey
- 4) Familiarity with the conditions of the survey area
- 5) Qualifications of staff

3. Background and Objectives of the Research

This research aims to investigate international migration and career development of Indian nurses who were born in, studied nursing, have a nursing license in India. In particular, this research focuses on (1) describing socio-economic characteristics of Indian nurses who choose to work in non-English-speaking countries vis-à-vis English speaking countries, (2) analyzing the factors and processes of international migration from India to non-English speaking countries, (3) examining Indian nurses' career development processes including overseas experiences, (4) investigating what Indian nurses perceive advantages and disadvantages of developing nursing careers in non-English speaking countries, and (5) illustrating the characteristics of recruiting foreign-trained nurses in non-English speaking countries from India vis-à-vis other countries

4. Scope of Work on the Research

A *Contractor* is expected to select survey participants and conduct interviews with the survey participants.

A *Contractor* will do the followings.

1. Survey on 100 Indian nurses in any non-English speaking countries.
2. Obtaining approval from the relevant institutional review board(s), if necessary.
3. Finalizing the questionnaire with IDE-JETRO researchers.
4. Training of survey enumerators.
5. Management of survey processes.
6. Regular reporting of the progress.
7. Data verification and entry.
8. Data cleaning.
9. Submission of data.

5. Expected Outcome

It is expected that submitted data enables IDE-JETRO researchers to examine career development of nurses, selection of international migration, and the characteristics of Indian-nurses' recruitment. The knowledge obtained from this study will be great value in guiding professionals and policy makers to be more effective in improving nurse education, working conditions of nurses, and human resource development and management in the health sector in India.

6. Research Schedule

Term of Research work:

Research work shall be conducted from August 1, 2024 to March 14, 2025.

Making a contract: August 1, 2024 (the date shall be finalized upon completion of the administrative procedures)

Submission of the final report (as specified in Clause 8): February 14, 2025

7. Payment method

IDE-JETRO shall remit the amount of contract in two (2) installments as follows after receiving an invoice from a CONTRACTOR for each payment.

- (1) First payment (50% of total amount): upon the signing of the Agreement
- (2) Second and final payment: upon submission of the Report (as specified in Clause 8)

8. Reports

A CONTRACTOR shall submit to IDE-JETRO the following items by February 14, 2025;

- Survey Raw Data (Excel format)
- Statement of accounts and time sheets if needed

Items mentioned above which contain the data shall be submitted to IDE-JETRO by email or mail/courier service.

9. Budget Estimation Guideline

- (1) Total Budget: Maximum budget is JPY 3,534,880 which consists of Direct Expenses and Administrative Overhead.
- (2) Direct Expenses: See Clause 10 for details.
- (3) Administrative Overhead: Administrative expenses on the Research activities, such as the cost on facility management and maintenance. 10 % of direct expenses is maximum.
- (4) Amount: Payment is conditional on the completion of submission specified in Clause 8. In the case the requirement in Clause 8 is not satisfied, the amount of payment specified in Clause 9 shall be reduced. The amount to be reduced shall be negotiated between the two parties.

10. General Condition of Expenditure and Account Management on the Research

Expenditure items on the Research should be confined to the following items.

(1) Direct Expenses

a. Honoraria for researchers

Keep daily work logs on report sheet provided by IDE-JETRO to confirm the status of the Research work.

b. Wages and salaries for research assistants

Upon hiring research assistants, keep daily reports specifying the name of the employee and content of service, to confirm the status of work.

c. Point to Notice on Calculation of Honoraria for Researchers or Wages and Salaries for Research Assistants

A CONTRACTOR shall be required to instruct joint researchers or research assistants to take an appropriate and adequate recess (e.g. noon recess) in accordance with the labor law or the employment practice of its country.

A CONTRACTOR shall be required to exclude the rest period from the working hours of the day when a CONTRACTOR calculate the honoraria for joint researchers or wages for research assistants.

(2) Administration Overhead

Expenditure such as telecommunication and translation on the Research shall be borne within the amount of Administration Overhead.

11. Statement of Accounts for Settlement and Working Record

Statement of Accounts for Settlement and Working Record (hereinafter "Time Sheet") of which form is provided by IDE-JETRO shall be submitted immediately after submission of final report within the contract period.